# Invigilators Code of Conduct

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| **INTRODUCATION**  The University of Edinburgh is one of 24 Universities within the Russell Group. We aim to deliver an examination experience to students which is second to none:  We aim to deliver:   * A positive culture and welcoming environment to students. * Understand that students may be under pressure during their exams. * Put students at ease. * Treat all students and staff with Dignity and Respect. * Promote a positive culture which celebrates difference, challenges prejudice and ensures fairness. * Provide an effective and a professional invigilation team. * Ensure that students have the opportunity to complete their exams.   **SUCCESS OF THIS CODE LOOKS LIKE?**  We will foster a positive culture for working and studying with respect for the rights of other people. We will work as a collective and communicate fully to achieve the overall goal of delivering successful exam diets. We will ensure that students have the best opportunity to sit their exams in an environment which is managed by a professional team of invigilators.  **OUR BEHAVIOURS**   * We will be polite and courteous to all students and staff. * We will assist our students to the best of our ability. * We will treat all students the same. * We will understand that students will be anxious. | * We will work as a team. * We will ask other invigilators for help. * We will share the work load. * We will not blame other invigilators. * We will address and resolve matters ourselves, where reasonably possible, in a positive and constructive way. * We will Identify and challenge unacceptable behaviour when it occurs, even if it is not directed at ourselves. * We will modify our behaviour should we become aware that we have behaved unacceptably. * We will ensure that tasks are right first time. * We will learn from our mistakes. * We will provide constructive feedback. * We are open to new ideas and change.   **HOW WILL WE KNOW WE ARE ACHIEVING THIS?**   * We have invigilated exams to a high level. * We have treated everyone with respect. * We are patient with students and staff. * We take steps to help others. * We will be diplomatic and considerate to others. * We will act professionally when representing the University.   **WHAT THIS MEANS OVERALL**   * We are aware students and staff are our customers * We report on time to venues * We inform the Exams Team early if we cannot work.   We acknowledge at times there will be instances when we may be asked at late notice to move to an alternative venue. |

Invigilators are Responsible for a range of examination activities: ensuring the satisfactory conduct of University of Edinburgh examinations; the maintenance of the University’s examination regulations; providing a professional and sensitive service to the University’s students. Invigilators must be familiar with the University Guide to Invigilators and University Exam Regulations and be prepared to implement the procedures contained therein.